



NASA Procedural Requirements

NPR 3800.1

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2010**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Employee Benefits

Responsible Office: Office of Human Capital Management

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Chapter 1. Health Insurance Coverage

1.1. References

- 1.1.1. 5 U.S.C. 3371 et seq., Assignments To and From States.
- 1.1.2. 38 U.S.C. 4317, Health Insurance.
- 1.1.3. 5 U.S.C. 8905, Health Insurance.
- 1.1.4. 5 CFR Part 334, Temporary Assignment of Employees Between Federal Agencies and State, Local, and Indian Tribal Governments, Institutions of Higher Education, and Other Eligible Organizations.
- 1.1.5. 5 CFR Part 890, Federal Employees Health Benefits Program.
- 1.1.6. NPD 3000.1A, Management of Human Resources.
- 1.1.7. NPR 3300.1, Appointment of Personnel To/From NASA.
- 1.1.8. 5 CFR Part 892, Federal Flexible Benefits Plan: Pre-Tax Payment of Health Benefits Premiums.

1.2. Responsibility

The NASA Center Directors and the Inspector General are responsible for the following at their respective Centers in accordance with the appropriate references:

- a. Ensure that employees are informed of their eligibility to be enrolled in a health benefits plan.
- b. Notify employees of their rights to make changes in their health benefits due to a "life event" or an annual open season election.
- c. Ensure that employees who are participating in the Federal Employees Health Benefits (FEHB) Program are notified that they are automatically covered by the premium conversion plan unless they file a waiver form with their employing office in accordance with 5 CFR 892.201(e).
- d. Establish Reconsideration Process
 1. Reconsideration consists of a review of an initial decision or determination for enrollment or coverage to determine if the employing office correctly applied the laws and regulations.
 2. Notify employees of the procedure that has been established for requesting a reconsideration process for the FEHB Program in accordance with 5 CFR 890.104.
- e. Employees Called to Military Active Duty
 1. Ensuring that the requirement for employees who are called to military active duty in excess of 30 days through 18 months pay their share of the FEHB premiums incurred while they are in a leave-without-pay (LWOP) status is waived in accordance with 38 U.S.C. 4317.

4. Ensure that the employees' share of the premiums are paid by the agency, including the
3. 2-percent administrative cost after 12 months through 18 months.
4. Ensure that the Standard Form 50 reflects the statement, "Employee's Military Active Duty meets the requirements for the waiver of the employees' share of FEHB deductions due to a Presidential Directive for callup to military active duty in excess of 30 days in accordance with the provisions of Title 10, U.S.C.," indicating the employee meets the requirements for the waiver.
- f. Court-Ordered Coverage for Children -- Ensure that the provisions of court administrative orders which mandate employees to provide health coverage for children are carried out and guidelines are followed in accordance with 5 U.S.C. 8905.
1. Process - Upon receipt of such an order, the Human Resources (HR) office must:
 - i. Notify the employee of receipt of the order.
 - ii. Determine if the employee has appropriate health insurance (self and family and appropriate covered area) or request documentation from the employee that shows that the required coverage is provided through means other than the FEHB.
 - iii. If appropriate coverage is elected or other documentation is provided, no other action is needed.
 - iv. If appropriate coverage is not elected, then the HR office will have the Chief Counsel's office at the appropriate Center review the order and assist in preparation of a letter to the employee to inform him/her that the appropriate coverage must be elected through FEHB or otherwise be obtained by the end of the pay period following the one in which notice is given or the agency will process the appropriate change or enrollment to the employee's FEHB.
 - v. Once a determination is made that appropriate coverage is elected or provided by the employee, the HR office should "flag" the employee record (both the Official Personnel Folder (OPF) and the Federal Personnel and Payroll System (FPPS) to reflect the court or administrative order.
 - vi. HR must then notify the submitter of the order and the FEHB carrier.
9. Intergovernmental Personnel Act (IPA)
 1. Ensuring that employees who are approved to participate under the Intergovernmental Personnel Act are informed of the rules and regulations governing the continuation of their health benefits.
 2. Prior to an employee starting an IPA assignment, they must be notified of the requirements governing their health benefits as documented in the NASA Desk Guide on the IPA (DG-11 dated October 1999), which is available at <http://nasapeople.nasa.gov/references/IPA%20Desk%20Guide%20rev%20Aug04.pdf>.
 3. Prior to an employee starting an IPA assignment with a non-Federal entity, they must provide any information regarding that entity's health program, for which the employee may be covered, to the Office of Personnel Management (OPM). OPM will review the information and make a determination as to whether or not the non-Federal entity's program is determined to be similar to the Federal programs.

1.3. Participation

All Centers and the Office of the Inspector General must participate in this program and all eligible employees may participate if they choose to do so.

1.4. Definition of the Federal Employees Health Benefits (FEHB) Program

FEHB is a federally sponsored health insurance program providing medical coverage to Federal employees, retirees, former employees, family members, and former spouses.

1.5. Definition of Qualified Enrollee

A qualified enrollee is any Federal employee or annuitant, whose position is not excluded from coverage by laws or regulations, and any family members eligible to be covered by the enrollment, as defined in appropriate laws and regulations (see 1.1 References).

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